

DRAFT
MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, MAY 2, 2012
6:30 P.M.

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. **Call to Order**

The meeting was called to order at 6:30 p.m.

2. **Roll Call**

Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley, George, Baker, Jones and German were present.

Also Present: Town Manager Russ Martin, Town Marshal Nancy Gardner, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Kovacovich.

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

1) Regular Session – April 18, 2012

b) Set Next Meeting, Date and Time:

1) **Monday**, May 7, 2012 at 4:00 p.m. – Budget Work Session

2) May 9, 2012 at 4:00 p.m. – Work Session Budget Review with Finance Director & Manager

3) May 16, 2012 at 6:30 p.m. – Regular Session

4) May 23, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) Possible approval of a Special Event Liquor License for the Verde Valley Rangers Mounted Sheriff's Posse for the Cornfest held on July 20 and 21, 2012. Staff Resource: Debbie Barber

On a motion by Kovacovich, seconded by German, the Consent Agenda was unanimously approved as presented.

5. **Special Announcements & Presentations**

- **Possible approval of a proclamation declaring May as "Building Safety Month"**
- **Possible approval of a proclamation declaring May as "Voter Registration Month"**

Mayor Burnside officially proclaimed the month of May, 2012 as Building Safety Month, quoting from the Proclamation which encourages all citizens to join with their communities in participation in Building Safety Month activities. Town Clerk Barber read the document proclaiming the month of May 2012 as Camp Verde Voter Registration Month, which Burnside officially proclaimed. Barber then attested the signing of the document by the Mayor, which was memorialized in a photo session with the principals of the Centennial Voter Engagement Project.

6. **Council Informational Reports**

German reported that she had attended the final report for the recent Petapalooza event in March; she said that the Council probably needs to discuss some of that information at a future Council meeting, at which time the information will be shared.

Baker reported on her attendance at a meeting of the insurance pool; she said the Board is continually

trying to better what is provided for the members.

George attended the Education Foundation Recognition Dinner that honored the outstanding current and retiring teachers; they all well deserved the credit they received.

Kovacovich gave a report on a meeting hosted by the Arizona Cattlemen's Association that was also attended by Representative Paul Gosar, the subject of which was the catastrophic wildfire legislation that he is trying to get through Congress, a very information meeting.

Burnside also attended the Arizona Cattlemen's Association meeting; the charts indicating the drought months of May, June and July were especially interesting; those months are the most vulnerable to forest fires. Burnside reminded everyone about the Verde Valley Fair in Cottonwood this week. The Bugle reports that the upcoming rummage sale may be the last one for the CCCVL and donations for the building fund for the library. Burnside thanked staff for the cleanup activities at the Chevron Station, and reminded the Town Manager about the citizens' request regarding the definitions of modular versus mobile.

7. **Call to the Public for items not on the agenda.**

(Comments from the following individuals are summarized.)

Ed Collins said he had come before Council about a month ago on the modular-versus-manufactured home complaints, and asked if he should attend the upcoming May 23rd Council meeting at which a Planning & Zoning matter will be addressed. He added that several complaints have been filed on one property involving that concern. Discussing the question from Mr. Collins, Burnside explained the process for public input at meetings; it was also noted that information regarding upcoming agendas is available on the Town website.

Shyeanne Davis Villegas, six years old, accompanied by her mother, Sharon Poeppel, explained that she is the State Finalist in the Miss Arizona Pageant; the Finals for the National Miss America Pageant are scheduled for June 21st, and she is looking for sponsors to support her in the competition in her particular division. Ms. Poeppel also outlined the community projects that her daughter participates in. *Mayor Burnside promised that the Town will do whatever it can to support her and publicize her participation in the pageant.*

Carol German, as requested and arranged by a local promotional group, presented a special badge to Jackie Baker that supported an adamant statement she made at a recent meeting.

There was no further public input.

8. **Presentation and possible discussion of the quarterly report from Fort Verde State Park.**

There was no action taken.

Sheila Stubler, Park Manager for Fort Verde State Park, thanked Russ Martin for cooperation during the History of the Soldier Week, and asked if there were any questions regarding her written report. The Council comments included expressions of gratitude for the time and efforts contributed by the volunteers, and all that Ms. Stubler has done to promote the Fort. Ms. Stubler thanked everyone for all the help, and outlined upcoming events planned for the Fort. She also said she would welcome any suggestions or ideas for working together to make things happen.

9. **Discussion, consideration, and possible approval of a title change from "Lieutenant" to "Commander" in the Town of Camp Verde Position, Classification and 2009 Salary Plan. This change will not affect the job description or the salary range.** Staff Resource: Marshal Nancy Gardner
On a motion by Whatley, seconded by Baker, the Council unanimously approved a title change from

"Lieutenant" to "Commander" in the *Town of Camp Verde Position, Classification and 2009 Salary Plan*.

Town Marshal Nancy Gardner explained how much the title or rank means in a police department, not only to the rank holder, but to their subordinates and the community. The designation from "Lieutenant" to "Commander" would not change the job description or the salary range, but would bring with it a higher level of respect and increase morale in the department; the only cost would be for the purchase of two stars for the uniform.

10. **Discussion, consideration, and possible approval of a lease between the Town of Camp Verde and the Verde Valley Archaeology Center, Inc. for the facility at 385 S. Main Street and authorization for the Mayor to sign and commencing upon receiving confirmation of voluntary termination from the current leaseholder, Camp Verde Chamber of Commerce.** Staff Resource: Russ Martin

On a motion by German, seconded by Baker, the Council unanimously approved the lease with Verde Valley Archaeology Center, Inc., and authorized the Mayor to sign the Lease only after the current lease holder formally submits a termination letter or no longer meets the obligations of the lease resulting in termination, or completes the terms of the current lease, with the following changes: Page 1 remains the same; Page 2, Item 3, Term: In part, add the word as underlined, "...shall be from..."; Item 5, Rent, insert the amount, \$16,000-plus; Page 3, (f) add, "and/or amendments." Page 3, Item 7, revise as, "Costs of the utilities for the Premises such as electrical, gas, water, sewer and trash, shall be the responsibility of the Town, and telephone and internet services as requested."

Martin reviewed the staff activities following the direction to begin negotiations with the Verde Valley Archaeology Center and the Chamber of Commerce; the Chamber has not formally indicated that they are going to release the Town from the current lease that will expire May 2, 2013, but they recognize that it is in their interest as for as future plans to bring the issue before the Council in a timely manner. The proposed lease between the Town of Camp Verde and the Verde Valley Archaeology Center cannot take effect prior to the current leaseholder either giving formal notice of termination, or failing to meet their obligations on the current lease. If either of those two events occur, then whatever is approved tonight would then become the lease for the subject building. Martin said that a proposed lease was modeled on the existing lease with the Chamber of Commerce after review by the Town Attorney and the attorney for the Center; that version was then edited by the Town Attorney, and that red-line version is submitted to the Council for review, discussion and approval. Martin outlined the effort made by staff to try to make sure the Town is following the Gift Clause mandate of the State Statute, and the estimated value for the building, with input from the Town Attorney, taking into consideration the anticipated continued public use of the facility. Martin explained his calculation of an estimated annual cost at \$16,000.

Ken Zoll described the steady increase in memberships in the Archaeology Center, the past and upcoming events, all of which are evidence of the Center's commitment to Camp Verde. Mr. Zoll detailed the plans for extensive improvements to the facility in the amount of over \$100,000, and the requirements for successful grant applications. Long-term plans for the Center indicate a need for establishing a much larger facility; however, the subject building would remain as a permanent satellite facility. In response to a question, Mr. Zoll said that there are ongoing discussions with the Chamber and a commitment to provide them with a 400-sq.ft. space for the remainder of their lease, as a sublease to the Center, with the approval of the Town. As for the question of rent, Mr. Zoll explained that the reason that the potential commercial rate of the building is in the lease is that the Center must be able to show that it is either putting that much into the building annually or generating that revenue for the Town; the Center has no concern whatsoever that it can show that \$20,000-plus is being generated for the Town annually.

PUBLIC INPUT

There was no public input at this time.

COUNCIL DISCUSSION

The members addressed the subject lease agreement, beginning with Burnside requesting a detailed review of the redline document, with suggestions for several changes. After a thorough discussion of proposed changes or deletions, with further input from Mr. Zoll and Martin, and further public input, the members arrived at a consensus, and action was taken accordingly, specifically setting forth the agreed-upon changes.

FURTHER PUBLIC INPUT

(Comments from the following individual are summarized.)

George Young suggested that the Council should consider that the improvements to be made to the building would, over a period of ten years, no longer be new, and costs for utilities will rise during that time. If an air conditioning unit is put in now, at the end of the term it will be 11 years old. He questioned which of their improvements will remain with the building.

There was no further public input.

Councilor George requested the following item:

11. **Discussion, consideration, and possible direction to staff relative to establishing a mechanism in which citizens can donate funds to purchase specific items, such as park benches, trees, etc.**

On a motion by George, seconded by Whatley, the Council unanimously voted to establish a mechanism in which citizens can donate funds for purchasing items and/or volunteer time, and direct the Clerk to prepare a Contribution Form and publicize it.

On a motion by German, seconded by Baker, the Council unanimously voted to amend the motion to direct staff to prepare the Contribution Form, instead of the Clerk.

George said that this item was in response to public input at the last meeting regarding establishing a fund specifically for donations; that led to an idea to suggest setting up a simple process for receiving donations for particular items, or memorial plaques on park benches, for example.

During the Council discussion of the proposed process as suggested by George, it was pointed out that at one time donations had been accepted for trees, for instance; however, there may not have been a form prepared to receive such donations. Also, it probably would be the responsibility of the Finance Department to follow a formal process. Councilor Jones advised the members that at one time there had been a Line Item for donations specifically for sponsoring Parks & Recreation activities. After further discussion, it was agreed to direct staff to follow through with researching a process for receiving donations for specific items.

12. **Discussion, consideration, and possible direction to staff relative to updates and requested action(s) concerning proposed legislation that affects the Town.** Staff Resource: Russ Martin
Martin reported that the budget is in front of the Governor at the State; there has been some success on replacing some of the HURF fund; ADWR funding has been eliminated; it is hoped the Governor will not sign the Consolidated Elections bill, and a letter is being drafted for the Mayor's signature requesting a veto.

13. **Call to the Public for items not on the agenda.**
(Comments from the following individual are summarized.)

Justin Wertz commented on his attendance in connection with working on his project as previously outlined.

There was no further public input.

14. **Manager/Staff Report**

Martin announced the Verde Valley Intergovernmental Meeting scheduled for May 24 at 6:00, hosted by the Cliff Castle Casino; RSVPs are requested. Let Martin know if anyone would like an item included on the agenda. Martin reported on his discussion with members of the Parkside Church, and the opportunity to inform those folks that the Town is supportive of parks, and development of parks, and his effort to educate them on the rules and regulations that the Town is obligated to follow.

15. **Adjournment**

On a motion by German, seconded by Jones, the meeting was adjourned at 9:17 p.m.

Bob Burnside, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 2nd day of May 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

Debbie Barber, Town Clerk